



About the Graduate Welcome Pack

The Graduate Welcome Pack has been designed to provide prosthetic and orthotic services with a template welcome book for new graduates. The document has fillable form fields where you are expected to add specific information about your service under each heading.

The following page will give instructions on how to edit this document.

Instructions

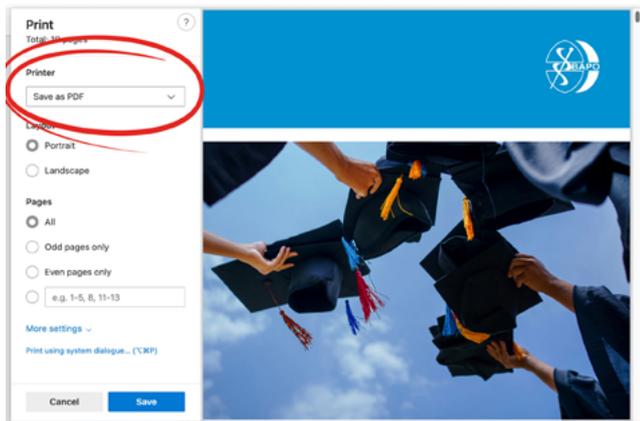
To add service specific information to the Graduate Welcome document, you must use a pdf reader. Acrobat is recommended and can be downloaded for free at <https://get.adobe.com/uk/reader/>. Other pdf readers are available but in using these we cannot guarantee that function or formatting will remain as designed.

1. Open Acrobat.
2. Go to File > Open.
3. Browse to the location of the saved graduate welcome pack and click Open.
4. Before beginning to edit it is recommended to save a copy so the original can be easily accessed if needed. Go to File > Save As, rename the file and save.
5. Work your way through the document, filling in each of the form fields with your specific service information as appropriate. PLEASE SAVE AS YOU GO!
6. Once all the relevant form fields have been filled and the pdf is ready to be distributed to your graduates, the document needs to be flattened to prevent further editing.

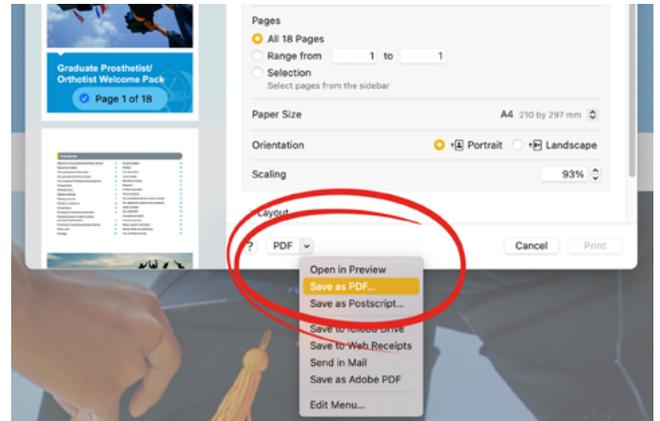
To do this the finished pdf should be opened in a web browser. Once open in the browser of your choice select print, and in the print dialogue box select 'save as pdf' (examples below).

Once saved, the pdf should now be ready for distribution to your new graduates.

Microsoft Edge



Safari



Firefox



Chrome

